

Minutes

**Board of Ethics
City of Memphis**

Meeting of December 15, 2021

BOARD OF ETHICS

The meeting was formally called to order at 3:03 p.m.

ROLL CALL

The following Chairman, Board Members, Chief Ethics Officer and member(s) of the public were present at the meeting:

Latonya Sue Burrow
Craig Cardwell
Bob Dawkins
Joel Martin

Cindy Newman
Blanche Thomas
Edward Vaughn
Chairman Karen R. Williams

City Attorney Jennifer Sink
Attorney Monika L. Johnson

MOTION TO APPROVE MINUTES FROM NOVEMBER 3, 2021:

MADE: Edward Vaughn
SECONDED: Joel Martin
PASSED: Unanimously

ITEMS FOR DISCUSSION

***FORMAL ETHICS COMPLAINT 2021-A**

Chief Ethics Officer recused herself.

AFTER DISCUSSION OF THE MATTER, THE BOARD TOOK THE FOLLOWING ACTION:

MOTION TO APPROVE THE RECUSAL OF CHIEF ETHICS OFFICER:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

MOTION TO APPOINT ATTORNEY MONIKA L. JOHNSON AS SPECIAL ETHICS OFFICER:

MADE: Bob Dawkins
SECONDED: Edward Vaughn
PASSED: Unanimously

After the Board voted to appoint Attorney Monika L. Johnson, Chairman Williams signed an Order of Appointment and a copy was given to Attorney Johnson, along with a copy of Formal Ethics Complaint 2021-A.

The Board agreed to give Special Ethics Officer Johnson until January 14, 2022 to comply with Section 2-10-10 (D)(1)(h) of the Code of Ethics for City Officials. Attorney Johnson suggested the possibility of a Special Called Meeting after the January 5, 2022 meeting.

***REQUEST FOR ETHICS OPINION**

Chief Ethics Officer Burrow had sent a copy of the Request for Ethics Opinion to the Board of Ethics. The Requestor agreed with the suggestion to allow input from the Board of Ethics and the City Attorney's Office. Per Requestor's request, CEO Burrow provided City Attorney Chief Jennifer Sink with a copy of the Request for Opinion. Board Members and the City Attorney agreed that more information was needed. Chief Sink suggested a meeting or phone call with the Requestor to gather more information, after the holidays.

***UPDATE ON BOARD MEMBER VACANCY**

Chairman Williams will compose letters, regarding Board Member vacancies.

***UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members for their review before the meeting. The Board reviewed the updates.

***UPDATE ON EDITS TO ONLINE ETHICS TRAINING PROGRAM**

CEO Burrow and IT had a meeting December 3, 2021 and finalized the Edits to the Online Ethics Training Program. CEO Burrow had sent the final version to Board Members ahead of the meeting for review. IT reports that the changes will go live January 1, 2022.

***ANNUAL REPORTS**

CEO Burrow had submitted the Annual Report for 2020. Board Member Craig Cardwell requested that the report contain more detail. The Board directed CEO Burrow to edit the Annual Report 2020 by including more details.

***BOARD OF ETHICS 2022 MEETING CALENDAR**

CEO Burrow e-mailed the Board a finalized Calendar for 2022. The Board had no questions.

***CITY OF MEMPHIS DISCLOSURE OF FINANCIAL INTERESTS FORMS**

CEO Burrow advised that she had sent notices regarding the City of Memphis Disclosure of Financial Interests forms November 17, 2021 and December 14, 2021.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

On December 8, 2021, CEO Burrow received an anonymous Complaint dated December 7, 2021 from General Counsel, Allan J. Wade (that was sent to him). CEO Burrow responded to Attorney Wade on December 9, 2021. CEO Burrow read her response letter to Attorney Wade to the Board. The Board agreed that the response was proper.

CEO Burrow reported that she received inquiries regarding Online Ethics Training and Compliance and responded by providing the necessary information. Burrow's practice has been to respond to Inquiries usually within 24 hours.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report (November 3, 2021), per the Employee Development Analyst, one hundred twenty-five (125) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

CEO Burrow reported that 2377 Officers and Employees have submitted certificates or signed Board of Ethics City of Memphis Policy Acknowledgment forms for 2021, in compliance with Annual Ethics Training.

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*CEO Burrow reported that she sent the latest City-wide e-mail regarding Annual Ethics Training on December 7, 2021.

*The next Board of Ethics meeting will be Wednesday, January 5, 2022 at 3:00 p.m., in Conference Rooms B and C of the main library.

ADJOURNMENT

Adjournment by unanimous agreement.

Latonya Sue Burrow
Signature of Secretary

5 January 2022
Date